

REPORTS INVENTORY				DDS/OTR/SIWA-1	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT	
Program-Assisted Instruction Activity				<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	<input checked="" type="checkbox"/>	TRAINING	
		LOGISTICS		SECURITY	
		MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
2		Semi-annual		1 (ISS/ITB)	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memo		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		DTR Verbal Request, 9 Jan 1968	
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
SIWA/IF			0		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15	\$12.80		1.5		\$19.20		2		\$38.40
GS-14	11.00		1		11.00		2		22.00
GS-13(2)	9.10		2.5		22.75		2		45.50

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$105.90

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides information on progress, or lack of progress, on production and revision of program-assisted instruction.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain)	Provide oral rather than written inputs to the OTR report	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			4	\$75
<input type="checkbox"/> DISCONTINUE				STAT
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION		18. EXTENSION.
25 Sept 1970		DC/SIWA/OTR		